

City of *San Antonio*



JOB ANNOUNCEMENT

Assistant Parks and Recreation Director

The Community

Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.32 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government and the convention and tourism industry.

The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high quality housing, and low utility rates to owners are among the substantial cost of living advantages of this culturally unique city.



The world famous River Walk is the single most visited site in all of Texas. Winding through Downtown San Antonio, this 2.5 mile cobblestone path along the San Antonio River is lined with attractive shops, luxurious hotels, and enticing dining and entertainment venues. The second most visited Texas site is the historic Alamo, only a short distance away from the River Walk. Major Theme Parks include Sea World of Texas and Six Flags Fiesta Texas. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs, the 2007 National Basketball Association Champions.

Educationally, there are 16 Independent School Districts that serve the San Antonio area. San Antonio is also the home of various post secondary institutions including: the University of Texas at San Antonio (two campuses), the University of Texas at San Antonio Health Science Center, Our Lady of the Lake University, St. Mary's University, University of the Incarnate Word, Trinity University, and the Alamo Community College District (with four campuses).



The Organization

The City of San Antonio has a Council/Manager form of government. Ten Council Members are elected from single member geographic districts and the Mayor is elected at large. The City Council appoints the City Manager who appoints and removes all officials in executive positions of the City, with the exception of the City Clerk, City Internal Auditor, Presiding Judge and Municipal Judges. The Executive Team consists of 33 Department Directors, two Deputy City Managers, and five Assistant City Managers. There are over 12,000 city employees.

Department and Position Overview

The Assistant Director of Parks and Recreation is responsible for assisting the Director in planning, directing, managing, and overseeing the activities and operations of the Parks and Recreation Department, including Leisure and Cultural, Horticulture and Environment, Capital Planning, Research, Parks and Maintenance Operations, and Park Security Divisions. The Assistant Parks and Recreation Director also coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager's Office.



Additionally, the Assistant Parks and Recreation Director will:

- Assist in developing and implementing projects and plans for current and future park and leisure service needs; and develop, plan, and implement actions related to environmental protection and open space issues affecting the City's quality of life.
- Manage and oversee the operation and maintenance of historic resources within the Parks and Recreation Department.
- Assist the Convention and Visitors Bureau to provide facilities and support for the City's promotion of the convention and visitor industry; and provide support for special events such as fiestas, sports festivals, conventions, and other events.
- Assist with staff support to a variety of boards and commissions; attend and participates in professional group meetings; and stay abreast of new trends and innovations in the fields of park maintenance and recreation services.
- Assist in managing the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; and allocate resources accordingly.
- Act as an official departmental representative to other City departments, City Manager's Office, elected officials and outside agencies; explain and administer department programs, policies, and activities; and negotiate and resolve sensitive, significant, and controversial issues.
- Assist in managing and participate in the development and administration of the department budget.
- Assist with coordinating departmental activities with those of other departments and outside agencies and organizations; and prepares and presents staff reports and other necessary communications.



The Ideal Candidate

The ideal candidate should be results-oriented, creative, possess excellent communication and presentation skills and the ability to establish and maintain effective working relationships. The candidate must have knowledge of operational characteristics, services, and activities of parks maintenance and recreation programs; parks and leisure services and their effect on the overall quality of life in the City;

and the City's ethnic and cultural demographics and the concerns and needs of community groups and special interest organizations.

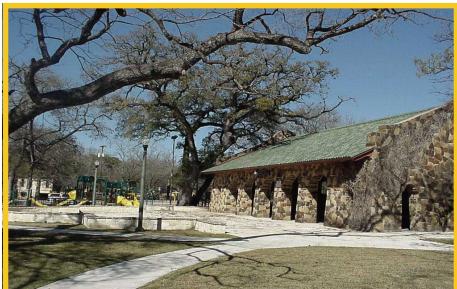
This position requires that the successful candidate possess a Bachelor's Degree from an accredited college or university with major coursework in Parks and Recreation Administration, Business Administration, or a related field and eight (8) years of increasingly responsible professional experience in providing park and recreation services, including five (5) years of administrative or supervisory experience.

Compensation & Benefits

The salary for the Assistant Parks and Recreation Director position is negotiable, depending on experience and qualifications. The City also offers an attractive benefits package including:

- **Retirement** – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times employee contribution. Employees become 100% vested after 5 years of service.
- **Deferred Compensation** – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.
- **Health Care** – The City offers four health care plan options consisting of three Preferred Provider Organization (PPO) plans and an Exclusive Provider Organization (EPO) plan, which offer employees a choice of deductible, co-insurance and co-payment levels. Other optional health related products include: Dental, Vision, Dependent and Health Care Reimbursement Plans, Additional Life Insurance, Deferred Compensation and Short Term and Long Term Disability.
- **Life Insurance** – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.
- **Holidays** – 13 Holidays (12 scheduled and 1 floating).
- **Executive Car Allowance** – Executives receive a monthly car allowance of \$500.
- **Cell Phone Allowance** – Executives receive a monthly cell phone allowance of \$70.

Other benefits include Annual Leave, Personal Leave, and Professional Memberships.



To Apply

Please send cover letter, resume, references and salary requirements to:

**City of San Antonio
Human Resources Department
Attention: Robby Hammond, Executive Recruiter
P.O. Box 839966
San Antonio, TX 78283.**

Candidate information may also be emailed to: saeexecsearch@sanantonio.gov

For additional information, please contact Robby Hammond, Executive Recruiter at (210) 207-2080. Position is open until filled.